

Alternate Work Schedule FAQ

1. What is an alternate work schedule (AWS)?

A longer term scheduling arrangement that permits a variation of the employee's starting and departure times, but does not alter the total number of hours worked in a week.

2. What is a flexible work schedule?

A temporary scheduling arrangement within a single work week that permits a variation of the employee's starting and departure times, but does not alter the total number of hours worked in a week.

3. Why is the AWS program a pilot?

To provide the College the opportunity to assess utilization and the benefit to employees while maintaining the needs of the institution. The pilot will be one year in length.

4. What are the operating hours for San Jacinto College?

Operating hours are generally 7:00 AM to 7:00 PM.

5. What core business hours do employees need to be available to meet student demands and ensure adequate time for meetings?

The district-wide core hours are 9:00 AM to 3:00 PM.

6. What is a compressed work schedule?

A compressed work schedule allows an employee to work a traditional 40 hour workweek in less than the traditional number of workdays. Compressed work schedule options may be negotiated. For example, a full-time employee scheduled for 40 hours per week could work four 10-hour days instead of five 8-hour days.

7. Who is eligible to participate in an AWS arrangement?

All full-time staff and administrators, exempt and non-exempt.

8. Who is an ideal candidate for an AWS arrangement?

Employees who have established a record of high performance and self-motivation are ideal candidates for an alternate work schedule. The individual should have excellent time-management skills and a demonstrated history of independent work performance.

9. How will overtime hours be calculated when working an alternate work schedule?

All hours worked over 40 during a work week (Monday-Sunday) will be considered overtime.

10. How often should AWS arrangements be reviewed?

AWS arrangements will be reviewed at the request of the employee or leader.

11. What factors determine who has the ability to work an alternate work schedule?

Each leader will consider each request on its own merit and administer AWS in a fair and equitable manner.

12. How will holiday pay be calculated for employees working a compressed schedule? (For example, 4/10's)

Refer to Holiday procedure 4-8-b.

13. What is the approval process for requesting an alternate work schedule?

Please refer to the *Employee Alternate Work Schedule Form*

14. What if I'm interested in telecommuting?

Please refer to Telecommuting Procedure 4-19. Employees may consider telecommuting for up to two days per work week (unless previously authorized by the SLT). Employees must provide a safe work environment when working remotely.

15. Can I work both an AWS and telecommute?

To be determined by your leader.